



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HUM RGTS COMPLIANCE ENFMT OFFICER II

Job Number: 20001165

Job Code: 62990V000101

Job Group: 6200 - HUMAN SERVICES

Job Established: 03/01/1993

Job Revised: 05/16/2008

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as enforcement team leader and provides complex investigative and enforcement services to assure compliance with laws and regulations administered by the Human Rights Commission in accordance with KRS 344. Conducts conciliation sessions to resolve complaints. Conducts and monitors the most sensitive investigations. As a team leader, trains, coordinates and reviews the work of Enforcement Officer I employees on a daily basis. Assists supervisor with the development of the case processing system. Serves as interim section supervisor. Makes presentations and conduct training for the public on KRS 344. Responsible and accountable for investigations and probable cause decisions; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of experience involving the investigation, interpretation and/or enforcement of human rights activities, OR three years of legal research, administrative, labor relations or community organization work.

Substitute EDUCATION for EXPERIENCE:

Graduate study will substitute for the required experience on a year-for-year basis for up to two years.

Substitute EXPERIENCE for EDUCATION:

Experience in one of the above-mentioned fields will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Serves as team leader. Train and coordinate and review the work of Enforcement Officer I employees on a daily basis. Assists supervisor with the development of the case processing system. Serves as interim section supervisor. Makes presentations and conduct training for the public on KRS 344. Responsible and accountable for investigations and probable cause decisions. Evaluates allegations of discrimination submitted to the Kentucky Human Rights Commission. Conducts investigation to determine if sufficient basis exists for filing a complaint according to KRS 344. Conducts thorough investigation of signed complaint including, but not limited to securing documents and other written evidence, compiling statistics, interviewing witnesses, reviewing respondent's policies, practices and procedures, regulations and operations. Such investigations would include meeting with and securing documentation from corporate officials, corporate attorneys, and public officials. Develops concise written summaries of investigative findings for use by the commission. Conducts conciliation sessions to assist complainant and respondent in finding non judicial remedies to resolve complaints. Serves as speaker or panel participant in meetings to promote the goals of the Human Rights Commission.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform duties in an office setting or in a public forum.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.